Instructions for completing
ARIZONA DEPARTMENT OF TRANSPORTATION
AERONAUTICS DIVISION
APPLICATION FOR REIMBURSEMENT
PDF FILLABLE FORM

1. You must use Adobe Reader to use this fillable form. If you do not have Adobe Reader, you can get at the Adobe Reader website http://www.adobe.com/products/acrobat/readstep2.html. There is no cost for the Adobe reader.

2. Open the file **Grant Reimbursement Fillable GRR Form.pdf**. You will see the ADOT reimbursement form. You will not be able to save a typed form. You can fill it out and then print the completed document. The completed form must be signed and sent to ADOT-Aeronautics with the appropriate documentation. You can make a copy of the completed signed form for your records.

3. You can start in the box labeled **ADOT project Number.** If you place the mouse pointer over the box and do a click, a cursor should appear. *You can point and click at any box.* Enter the ADOT Project number.

4. When you press Tab the cursor should advance to the next box: **Name of Sponsor**. Enter the correct information. Press Tab.

5. When you press Tab the cursor should advance to the next box: **Address**. Enter the correct information. You will see that the first line will disappear sometimes. It will reappear when you complete the information. Press Tab.

6. When you press Tab the cursor should advance to the next box: **Application #.** Enter the correct information. Press Tab.

7. When you press Tab, the cursor should advance to the next box: **Name of Airport**. Enter the correct information. The size of the font will automatically adjust to accommodate the available space. Press Tab.

8. When you press Tab, the cursor should advance to the next box: **Phone Number**. Enter the correct information as (***) ***-**** format. Press Tab.

9. When you press Tab, the cursor should advance to the next box: **Date.** Enter the correct information. The date format is mm/dd/yyyy. You must type the slashes. Press Tab.

10. When you press Tab, the cursor should advance to the next box: **State Grant Amount $**. Enter the correct information. Enter the numbers and decimal point only. Commas are automatically placed in the number. Press Tab.

11. When you press Tab, the cursor should advance to the next box: **Request Type. Click** the correct box. An X should appear. Press Tab.

12. When you press Tab, the cursor should advance to the next box: **Project Description**. Enter the correct information. The size of the font will automatically adjust to accommodate the available space. Press Tab.

13. When you press Tab, the cursor should advance to the next box: **% Complete**. **Enter the correct information in the decimal point format only.** Example .545 will appear as 54.5%. This form multiplies the number by 100 to obtain the percentage. Press Tab.

14. When you press Tab, the cursor should advance to the first empty box in row A **Total Construction**, Column **Current Outlay.** Enter the correct information for this billing cycle. Enter the numbers and decimal point only. Commas are automatically placed in the number. Press Tab.

15. When you press Tab, the cursor should advance to the next box in Row A: **Total Outlay**. Enter the correct information. Enter the numbers and decimal point only. Commas are automatically placed in the number. Press Tab.

16. When you press Tab, the cursor should advance to the next box: **Federal Share %. Enter the correct information in the decimal point format only.** Example .90 will appear as 90.00%. This form multiplies the number by 100 to obtain the percentage. If this is a state/local grant use "0". Press Tab.

17. When you press Tab, the cursor should advance to the next box: **Sponsor Share %. Enter the correct information in the decimal point format only.** Example .025 will appear as 2.50%. This form multiplies the number by 100 to obtain the percentage. Press Tab.

18. When you press Tab, the cursor should advance to the next box: **State Share %. Enter the correct information in the decimal point format only.** Example .025 will appear as 2.50%. This form multiplies the number by 100 to obtain the percentage. Press Tab.

19. When you press Tab, the cursor should advance to the third column in row B. **Retention**, Column **Current Outlay.** Enter the correct information for this billing cycle. Enter the numbers and decimal point only. Commas are automatically placed in the number. Press Tab.

20. When you press Tab, the cursor should advance to the next box in Row B: **Total Outlay**. Enter the correct information. Enter the numbers and decimal point only. Commas are automatically placed in the number. Press Tab.

21. When you press Tab, the cursor should advance to the first empty box in row C: **Net Construction**, Column **Current Outlay.** Enter the correct information for this billing cycle. Enter the numbers and decimal point only. Commas are automatically placed in the number. **This form does not subtract.** Press Tab.

22. When you press Tab, the cursor should advance to the next box in Row C: **Total Outlay**. Enter the correct information. Enter the numbers and decimal point only. Commas are automatically placed in the number. **This form does not subtract.**

This form has been set up to automatically calculate each of the shares in the share breakdown columns of the Total Outlay column to the nearest penny in each row from C to J. You MUST have the correct % numbers in the share breakdown boxes in row A for correct calculations in each row. You will not be able to round up to the nearest dollar in each box. You can tab thru all the boxes or point and click in the appropriate row to enter the information.

23. This form has been set up to automatically calculate rows C thru J in row K. If the numbers do not appear in row K type a "0" in any row above. That should add the rows.

24. This form will calculate the shares of the number placed in Less Previous Payments and Total in the Total Outlay column. It will also place the Aggregate Row K, second column, in Row M, third column and calculate the correct shares in the next three columns.

25. This form will automatically place the amount requested for reimbursement in row M in the sixth column in the certification. Press tab.

26. When you press Tab, the cursor should advance to the next box: **Title**. Enter the correct information. Press Tab.

27. When you press Tab, the cursor should advance to the next box: **Date**. Enter the correct information. Press Tab.

28. When you press Tab, the cursor should advance to the next box: **Sponsor Name**. Enter the correct information. Press Tab.

29. Print the completed form. The completed form must be signed and sent to ADOT-Aeronautics with the appropriate documentation. You can make a copy of the completed signed copy for your records.

If you have any questions, please call ADOT-Aeronautics at (602) 294-9144.